

CITY OF RIVERSIDE

SENIOR OFFICE SPECIALIST & OFFICE SPECIALIST SUPPLEMENTAL

NAME: _____
PLEASE PRINT

SOCIAL SECURITY # _____

Indicate by circling the degree of experience you have in any of the following, using a scale of 0-5, where 0 = no experience, 1 = 1 year of experience, 2 = 2 years, 3 = 3 years, 4 = 4 years, and 5 = 5+ years of experience.

	Years of Experience
Receptionist/Meeting the public	0 1 2 3 4 5
Answering oral inquires or complaints	0 1 2 3 4 5
Answering busy telephones/multiple lines	0 1 2 3 4 5
Interpreting and explaining regulations and policies	0 1 2 3 4 5
Assisting people who have difficulty understanding forms or expressing themselves	0 1 2 3 4 5
Filing/Sorting/Alphabetizing	0 1 2 3 4 5
Experience with court proceedings	0 1 2 3 4 5
Maintaining appointment calendar or service log	0 1 2 3 4 5
Working with confidential or sensitive material	0 1 2 3 4 5
Keyboarding complex or statistical material	0 1 2 3 4 5
Keyboarding routine material	0 1 2 3 4 5
Word processing/database computer software programs Programs:	0 1 2 3 4 5
Handling routine correspondence	0 1 2 3 4 5
Composing letters and correspondence	0 1 2 3 4 5
Taking minutes for meetings	0 1 2 3 4 5
Transcribing from mechanical equipment	0 1 2 3 4 5
Transcribing from handwritten notes	0 1 2 3 4 5
Accounting for money/making change	0 1 2 3 4 5
Maintaining financial records	0 1 2 3 4 5
Payroll processing	0 1 2 3 4 5
Supervisory experience How many employees?	0 1 2 3 4 5
Compiling, maintaining financial, budget, narrative and statistical records Type of records:	0 1 2 3 4 5
Experience with boards and commissions Type of boards/commissions:	0 1 2 3 4 5

I hereby certify that all statements made on this questionnaire are true and complete, and I understand that any misstatement or omission of material facts may subject me to disqualification or dismissal.

Signature: _____

Date: _____

*Please complete and return to the City of Riverside Human Resources Department via fax at (951) 826-2552
or mail to our office at 3780 Market Street, Riverside, CA 92501.*